



SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

POLICIES AND PROCEDURES MANUAL ACKNOWLEDGEMENT

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

NOTICE

Any previous handbook issued or posted electronically prior to May 31, 2017 is no longer valid. The Policies and Procedures contained in the Manual supersede any previous policies issued by the South Carolina Department of Agriculture.

Please review the policies listed below and print and sign your name in the space provided to acknowledge that you have been made aware of these policies. All current policies are posted on the website located at: <http://agriculture.sc.gov/divisions/agency-operations/human-resources/>

Affirmative Action	Information Technology
Annual and Sick Leave	Leave Transfer Pool
Anti-Harassment	Mobile Communication Device Usage
Classifications	Nepotism
Disciplinary	News Media Contacts and FOIA Requests
Disclosure	Other Leave
Domestic Violence	Outside Employment or Business Activity
Dress Code	Overtime and Compensatory Time
Drug and Alcohol Testing	Recruitment and Selection
Drug Free Workplace and Substance Abuse	Reduction in Force
Dual Employment	Return to Work
Employee Performance Management System (EPMS)	Social Media
Ethics	Telecommuting
Family and Medical Leave Act (FMLA)	Work Hours
Furlough and Leave Without Pay	Workers' Compensation
Grievance	Workplace Violation
Hazard Communication	
Holidays	

I understand that it is my responsibility to read each policy in its entirety and abide by the requirements.

Printed Employee's Name

Employee's Signature

Date

05/2017